

Definitions -Value Added Functions

The * identifies functional categories that are duplicated with different tasks on the Transactional Functions listing

<i>CLASSIFICATION AND POSITION MANAGEMENT</i>	<i>Definition</i>
Coordination of management review process on classification actions that have LO-wide or NOAA-wide implications. (HRMO only)	Any substantive work on behalf of the Director, HRMO or his/her designee to review, analyze, and/or recommend, or decide the classification of a position or group of positions with LO-wide or NOAA-wide implications. Also includes coordinating fact-finding or decision making meetings with M&B's/Administrative Officers, Deputy Assistant Administrators (DAAs) and heads of SO/POs, or the with Deputy Under Secretary (DUS), and documenting findings and decisions. An example of this work is the data gathering, analysis, and presentation made to the DAA's regarding the disparate classification of NOAA Administrative Officer positions; or the efforts of a working group tasked with developing standard position descriptions for NMFS enforcement positions.
Advisory services on position descriptions and classification requirements/options	Substantive research, explanation, discussion, and recommendation in advance of the description and classification of positions or groups of positions. Typically, work is pre-decisional, offers alternatives, and influences manager(s)'s subsequent classification request(s).
Executive Resource Position Justification (HRMO only)	Substantive research, explanation, discussion, and recommendation in support of NOAA's establishment and recruitment for SES, ST, and equivalent positions.
Assistance to clients on position sensitivity identification	Advice and guidance to managers who are exercising their authority to designate position sensitivity. Includes explanations of OPM and Departmental requirements, data gathering to assess designations of similar positions, and instructions regarding appropriate documentation of the management designation.
Advice on position management to achieve downsizing, reinvention initiatives, and mission objectives	Substantive research, explanation, discussion, and recommendation in support of a manager's efforts to design an organizationally economical and effective position structure which blends the skills and assignments of employees with the goal of successfully carrying out the organization's mission or program. Typically, the focus is on the organization and how positions interact with one another within the organizational environment. Discussions may focus on how best to reorganize, re-engineer, or restructure positions to meet specific organizational needs.
Preparation of written advisories (management-initiated and/or HR-initiated as a result of precedent-setting or controversial natures of action)	Substantive work involved in fact-finding, researching, and analyzing position information and documenting classification findings and decisions. Includes work in support of the management review process spelled out in NAO 202-250. Typically this work is seen as decisional and authoritative, and may be relied upon as precedential guidance.

Development and implementation of new classification systems and approaches in partnership with DOC (Demonstration Project only)	Substantive work to research, analyze, discuss, explain, and/or recommend HR positions to OPMBs and DPMBs in support of Demonstration Project classification systems. Typically this work may be relied upon as precedential guidance.
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PAY ADMINISTRATION

Administer Federal Employees Pay Comparability Act (FEPCA) options *	Front-end, ‘pro-active’ advice to managers on the use of FEPCA authorities to recruit for and retain employees in hard-to-fill positions, or classes of positions.
Resolution of pay entitlement issues	Substantive work to research, analyze, discuss, explain, and/or recommend corrections and modifications to existing systemic or complex individual pay situations.
Advice and guidance on pay issues	Substantive work to research, analyze, discuss, explain, recommend, and/or advise on general schedule, demonstration project, and other pay systems.

TIME & ATTENDANCE

Time and Attendance (T&A) problem resolution and advisories	Troubleshooting and advice on systemic timekeeping problems and issues.
T&A training	Systematic NOAA-wide training of timekeepers and certifying officials of their roles in the timekeeping process. Includes development and presentation.
T&A audits for clients	Systematic audits of time cards for quality control and/or audits for systemic troubleshooting.

STAFFING

Advisory services on staffing and promotion requirements and alternative staffing options	Front-end advice to management and opportunities and constraints inherent in the MAP and non-status hiring authorities to facilitate building a quality workforce. Includes workforce planning and development of recruitment strategies.
Reduction-in-Force (RIF) guidance and implementation	Front-end advice to management regarding the viability of RIF, or its alternatives, to meet reduction targets; development of advice to managers, employees, and/or HR processors. Includes development of mock-RIF projections and ‘what if’ scenarios. Preparation of retention registers, review of applications, development of RIF notices, coordination of RIF related employee services.
Voluntary Early Retirement program administration *	Front-end advice to management regarding the viability of VERA programs to meet reduction targets; development of advice to managers, employees, and/or HR processors. Includes development of projections and ‘what if’ scenarios.
Buyout program administration *	Front-end advice to management regarding the viability of buyout programs to meet reduction targets; development of advice to managers, employees, and/or HR processors. Includes development of projections and ‘what if’ scenarios.

Career transition and development services (in certain situations such as RIF)	Acquisition, and /or development of career transition services for employees.
Participation in job fairs and other college recruitment activities	On-site representation of NOAA at job fairs/other recruitment activities on behalf of clients; substantial preparation of clients to participate in such fairs/activities.
Proactive recruitment for special employment programs (e.g., students, disabled, veterans, etc.)	Front-end advice to management regarding the viability of special programs; substantive efforts to enter in agreements and/ or program to furnish candidates under these programs
<i>LABOR/MANAGEMENT RELATIONS</i>	
Advisory services on labor relations issues	Research and case law analysis resulting in advice to management on a variety of labor relations issues.
Negotiating labor agreements	Development of proposals, advice to management team, participation on management team as advisor or negotiator, coordination of logistical arrangements.
Contract Administration	Advice to managers and interaction with employee representatives regarding collective bargaining agreement issues.
Processing grievances	Self-explanatory
Assisting/presenting cases before third parties	Coordination with OGC and management; preparation of case-files
Partnership/cooperative problem solving	Front-end advice and encouragement to managers regarding partnership and cooperation at pre-decisional and early development stages
<i>EMPLOYEE RELATIONS</i>	
Advisory services on handling grievances and discipline cases	Substantive advice for supervisors or employees on the interpretation of appropriate DAO/NAO on grievances and discipline. Explanation of requirements. Assistance and advice on collection/retention of documentation
Assistance in preparing grievance responses and discipline actions	Review of manager prepared drafts and/or personal development of drafts; coordination of OGC and other required reviews
Assistance in preparing unacceptable performance cases and acceptable level of competence determinations	Substantive advice for supervisors or employees on the interpretation of appropriate DAO/NAO and case law. Explanation of requirements. Assistance and advice on collection/retention of documentation. Review of manager prepared drafts and/or personal development of drafts; coordination of OGC and other required reviews
Alternative discipline	Advice to managers on alternatives; coordination of OGC and other required reviews

Assisting/presenting conduct and performance-based cases before third parties	Coordination with OGC and management; preparation of case-files
Advice to managers on suitability adjudication	Substantive advice for supervisors or employees on the interpretation of appropriate guidelines. Explanation of requirements. Assistance and advice on collection of necessary information.
Assistance with family-friendly workplace issues (Alternate Work Schedule, Family Medical Leave Act, Federal Employee Family Friendly Leave Act, Flexiplace)	Front-end advice to management regarding the viability of various employee friendly programs to enhance morale and productivity. Development of general advice to managers and/or employees. Advice on individual use or program development. Review of existing or proposed plans for adherence to regulatory and policy guidelines.
Alternative Dispute Resolution through mediation	Development of mediator cadre, coordination of casework assignments, development of program guidance, marketing and training.
Employee Assistance Program services contract	Development of contract specifications, COTR functions, marketing and training.
Case investigations or fact-findings	Factfinding or investigation, at management request, into allegations of harassment or other wrongdoing
<i>PERFORMANCE MANAGEMENT</i>	
Advice and guidance on current appraisal techniques and systems	Substantive advice for supervisors or employees on the interpretation of appropriate DAO/NAO on performance management and incentive awards. Explanation of requirements. Also includes front-end, proactive advice on use of incentive awards and performance feedback to increase morale and productivity.
<i>DRUG TESTING</i>	
Coordination of drug rehabilitation	Work with problem employee(s), management official, and EAP or other health care providers to locate appropriate drug treatment program, development safe-harbor or last chance agreements, and/or follow up with mandatory random testing.
<i>LEAVE ADMINISTRATION</i>	
Advice and guidance on leave issues	Includes advice to employees and managers on individual and systemic leave issues. Development of guidance and training materials.
<i>TRAINING</i>	
General advice and guidance to managers and employees (Review/approval of contractual training for appropriateness within Federal guidelines)	Self-explanatory

Administration of supervisory probationary period; mandatory supervisory training	Explain requirements to supervisors and management officials; advise on programs that meet mandatory requirements, e.g., NLTP training
Vendor research on training offerings	Research and provide information regarding vendors capable of providing training to meet client needs; location of vendors to provide group training at HR or alternative sites.
Entrance-on-Duty orientation sessions	Development of an institutional program for employee orientation
Executive Leadership Development Initiatives (Succession Planning/SES Leadership Training)	<p>Develop and implement programs which fulfill the OERB's succession planning/ leadership development initiatives; create a shared view of what is valued for growth in NOAA; and, provide opportunities for self-development while creating better leaders within the organization.</p> <p>Work with the DUS Office to develop and initiate SES training programs which look ahead to where NOAA needs to be in the next decade as well as provide executives the opportunity to explore continuous learning experiences which build upon the skills/vision needed to keep NOAA in the forefront.</p>

PARTICIPATION IN DOC-SPONSORED INITIATIVES

Represent NOAA on workgroups	Self explanatory
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POLICY & PROGRAM ISSUES

Proposed OPM, DOC, NOAA, or other-Bureau proposed policy and operational issuances	Development and/or input into various proposed agency policies and procedures. Includes serving on project teams, drafting and reviewing proposals, and providing comments.
Policy development in conjunction with DOC (ASCs optional)	Self-explanatory
Development of LO and SO-specific policy and procedures, including development of proposed DOC policy and legislative proposals	Self-explanatory
Development of NOAA programs	Self-explanatory
Assessment and measurement of effectiveness of HR products and services	Self-explanatory

Assessment and measurement of appropriate application of HR policies and programs and delegations of authority	Self-explanatory
Coordination of nation-wide initiatives and special projects for LOs, SOs, and NOAA	Self-explanatory
Coordination of major reorganizations	Coordination of documentation, clearance, and approval issues
Development of Demonstration Project policies and procedures	Substantive work with OPMB. DPMB, servicing HR staff, and/or others to development and/or substantially modify Demo Project procedures and policies.
<i>BENEFITS ADMINISTRATION</i>	
Attendance with OHRM at Unemployment Compensation Hearings	Coordinating testimony with Frick Company representative, assisting in preparation of management witnesses, testifying on behalf of agency, and/or presenting case before hearing official.
Retirement counseling	Individual employee counseling on retirement options, decision points, etc., including responses to questions, preparation of estimates, and application processing. Also includes development of all-employee fact sheets and informational material.